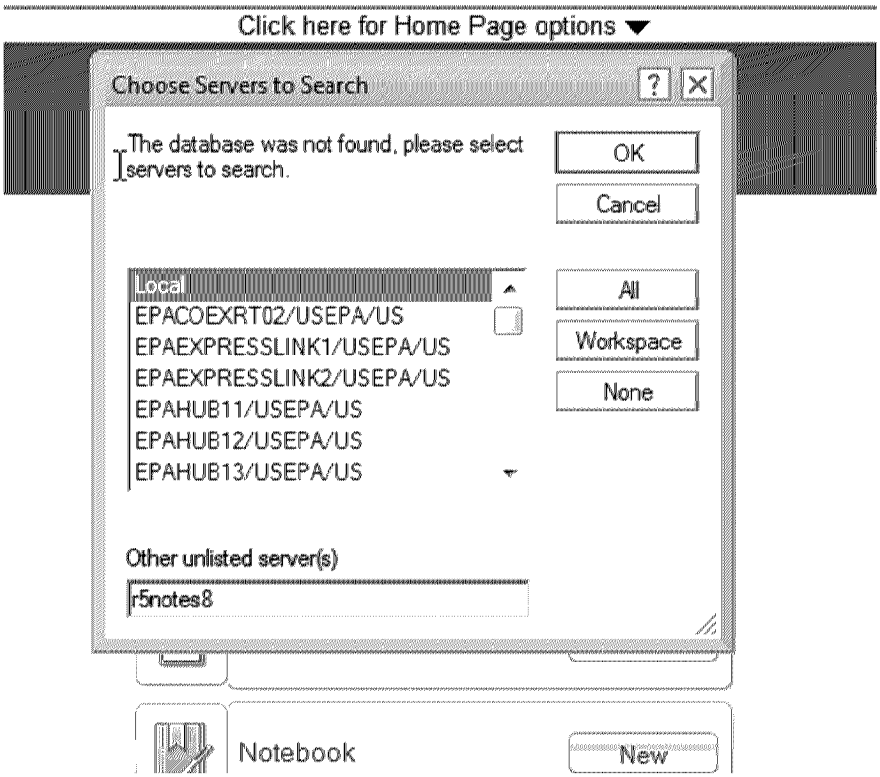
**From:** Hoff, David
**To:** Patterson, Leslie; Weimer, Noreen
**CC:** Wheatley, Jessica
**Sent:** 6/13/2016 1:42:46 PM
**Subject:** EPA-R5-2016-005983 Collection: Notes Link

You're right, Leslie. Several of the images did not send. Let's try this again.

**If you have responsive e-mails and/or electronic documents, you will be putting them into a collection database located here ==>** EPA-R5-2016-005983 Collection: Notes Link

After clicking on the above link, Notes will likely ask you which servers to search. The database is located on R5Notes8. If this option does not show up on your dropdown menu, please type it in to the .Other unlisted server(s). field.




Please note - This link will appear again, below, in relevant parts of this message.

**PLEASE READ ALL THE DIRECTIONS IN THIS E-MAIL MESSAGE BEFORE PROCEEDING. Please provide all responsive e-mails and documents into the collection database by [date].**

**What general instructions apply?**

Once you have determined that an e-mail or document is responsive, you may not destroy or delete it in the immediate future.

Please keep track of the time that you spend working on this FOIA request. Record your time down to quarter-hour increments. After you have completed all of your tasks related to this FOIA, please provide the total amount of time that you spent searching for and reviewing documents to your FOIA coordinator.

## Steps to review and include your e-mail messages (and attachments) in the collection database:

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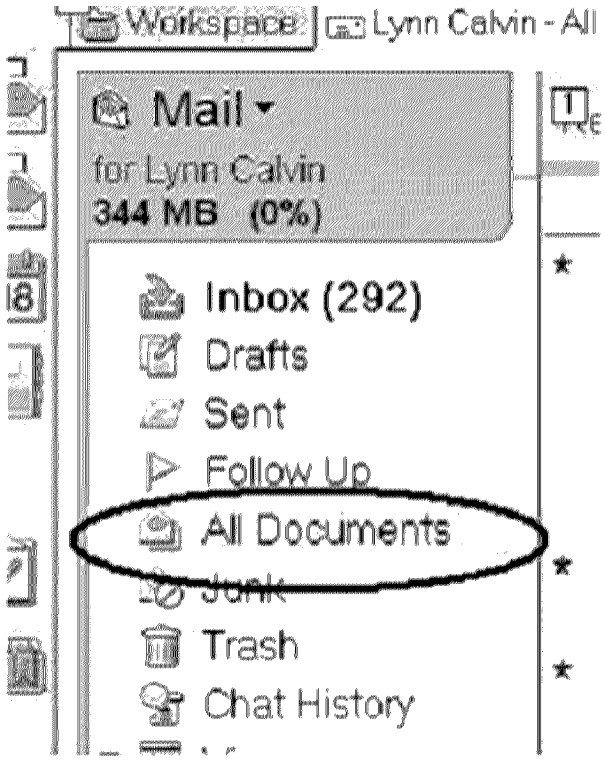
-
-

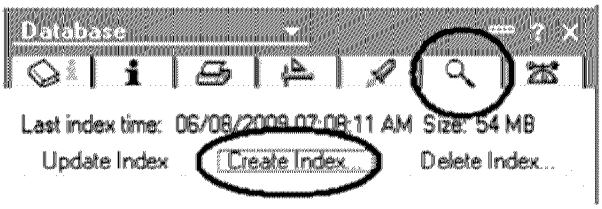
**1.) Index your e-mail.**

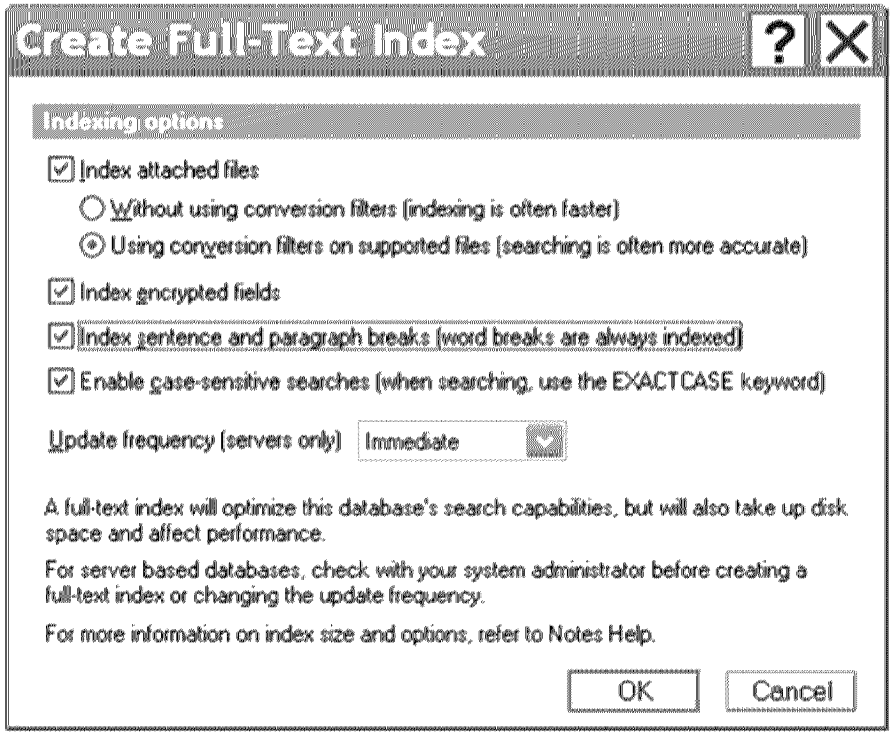
Access your e-mail "All Documents" folder.




In the upper left corner of your Notes screen, select (File/Application/Properties).

Select the tab with the magnifying glass icon. Once there, click the Create Index button, make the selections below, and click OK.






**Important:** indexing a large mail file will take several hours.

Close the Applications Properties box.
You can continue to use your e-mail normally while the indexing process is running.
The Notes server performs the indexing on the server; you do not need to keep your PC on and in e-mail while the indexing process is running for your active email.

**2.) Create a folder to hold your search results**.

In your in-box, right-click on the top-level folder and select New Folder.
Name the Folder "SearchResults" and click OK.
If you already have a folder for this matter, then use that folder.

**3.) Perform your broad search(es) for responsive documents.**

**IMPORTANT:** wait at least 2 hours for your (Step 1) index to complete.
On the listings at the left side of your in-box, select View, then All Documents.
Click the magnifying glass icon near the top of your Notes screen to access the Search function.
Make sure that your e-mail is indexed: you should see a green ball ● and "Indexed" to the right of the search function. If you don't see a search bar, click on the View menu and select "search this view."
Click within the Search For field, then paste the following search string into the search bar:
((SDDL OR "south Dayton dump") AND ("fly ash" OR transformers OR PCBs OR solvents OR waste OR disposal OR transport OR hazardous OR DP&L OR DPL OR "Dayton power and light" OR "Dayton power & light" OR Grillot OR Grilliot OR Boesch OR Ottoson)) OR ((Grillot OR Grilliot OR Boesch OR Ottoson) AND (DP&L OR DPL OR "Dayton power and light" OR "Dayton power & light" OR "fly ash" OR disposal OR waste OR solvents OR PCBs OR transformers))

If you have organized folders you may also ADD (important - ADD, don't COPY or MOVE) material from those folders to your search results folder.
Perform your search(s) and results will appear below the Search window.
Tip: most searches can be done effectively by clicking "More" to the right of the search box, then click the "Multiple words.." button.
Select Edit/Select All,

Click Actions/Folder/Move to Folder
Select the SearchResults Folder

## click the Add Button!

Repeat the searching and folder moving steps above until you have searched for all relevant words. You should now have a broad collection of documents in the SearchResults folder that are potentially responsive to the FOIA request.

**4.) Review your Search Results.**

**Look at the documents you've found!!** Often some documents may have been added accidentally from the search results, just because the search string you used selected documents that don't have anything to do with what you are looking for. **MOVE** those documents to another folder or use REMOVE from folder.

**5.) Put what you found into the collection database.**

Click the link, below, to the collection database to open it.

DATABASE LINK= EPA-R5-2016-005983 Collection: Notes Link

Above the top dark blue border in the database, you will see a tab labeled "Collection..." You will be using this tab to switch between the collection database and your e-mail.

* Open your e-mail and find your folder with responsive documents.
* Open a folder and select Edit/Select All from the menu bar (at the very top left of your Notes screen).
* Select Edit/Copy from the menu bar.
* Select Edit/Deselect All from the menu bar **(IMPORTANT!!).**
* Return to the collection database by clicking the "Collection..." tab.
* Open the "All Documents" folder.
* Select Edit/Paste from the menu bar at the very top left of your Notes screen.

Repeat these steps until you have copied all of your search results from your e-mail to the collection database. **Be sure to include any search results from your e-mail Archive(s).**

**6.) Remember your e-mail Archive(s).**

Region 5 has had mailbox size limits in place for a number of years. In order to search all of your e-mail for responsive documents, you must also search your Archive.
Access your archive from your Notes in-box by clicking on:
Tools (selection at left under In-box, not the Tools button)
Archive- This may open an archive.
If it doesn't, click on EPAWORK and look for a folder called archive or lnarchive or something similar. In that folder you should find a file named a_ yourname.nsf (with something like your name or id e.g. "a_gwashi.nsf" if your name is George Washington.
Repeat steps (1-5), above. (However, for e-mail archives on your C drive, indexing will only take place while Notes is running; however, you do not have to have the archive database open.)

**THINGS YOU SHOULD NOT DO WHEN PERFORMING AN E-MAIL SEARCH IN LOTUS NOTES:**

1. **Do not delete items from folders**. Either drag/drop them between folders, or select Actions/Folder /Remove from Folder.

2. **Do not copy/paste search results into folders**. This is a really BIG no-no. You will create duplicates that

will appear in future searches and potentially an infinite number of duplicates!!

We thank you for your time and efforts.

Again, if you have any questions, please contact your FOIA Coordinator, your Lotus Notes administrators, or David Hoff at 312-353-0623

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